# Infectious Disease Control Policy

## Purpose

Company Name will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Company Name during any such time period to strive to operate effectively and that all employees are safe within the workplace.

Company Name is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. We are also committed to ensuring we provide a workplace that is safe and free of risk for our employees, suppliers and contractors in line with our OHS obligations as employers in Australia.

## Scope

### Preventing the Spread of Infection in the Workplace

Company Name will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. The leadership team will be designated to monitor and coordinate strategies to control an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control. Company Name will ensure our cleaning protocols are enhanced and amplified through the most critical stages of an outbreak and beyond.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in waste bins. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools be closed and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

### Limiting Travel

All nonessential travel should be avoided until further notice. Site visits, client meetings or account reviews that can be conducted via video/teams/zoom should do so in the first instance, otherwise we will ensure site visits are limited to reduce the risk of our employees falling ill. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside Australia will not be authorised until further notice, even after borders are reopened.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact your manager for more information.

### Telecommuting/Working from home

Working from home requests will be handled on a case-by-case basis. While not all positions may be eligible, all requests for temporary working from home should be submitted to your manager for consideration.

### Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick leave to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centres for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

### Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your healthcare provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

### Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers and government officials as required by law.

### Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak such as COVID19, Company Name will implement these social distancing guidelines to minimise the spread of the disease among the staff.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.

2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one & a half metres from each other if possible; avoid person-to-person contact such as shaking hands.

3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

4. Do not congregate in work rooms, kitchens or other areas where people socialise.

5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

### Outside activities

Employees are encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid peak-hour crowding on public transportation.

2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

### Consultation

Company Name will engage with all stakeholders and employees in advising of any changes to this policy, or when required to consult for OHS reasons. Employees are encouraged to offer suggestions for improvement and to notify the leadership team should they observe risks, or potential risks in relation to the COVID19 outbreak within our organisation.

## Coverage

This policy applies to all full-time, part-time and casual employees and extends to contractors and suppliers who attend site.

## Policy review

This policy is in effect from April 2020 and will be reviewed in line with Government and Health Organisation advice and will be changed as required without notice.